

U.S. GOVERNMENT PRINTING OFFICE  
Atlanta, GA

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Optical Mark Reader Forms

as requisitioned from the U.S. Government Printing Office (GPO) by the

Defense Automated Printing Service

Single Award

TERM OF CONTRACT; The term of this contract is for one year (beginning September 16, 2000 and ending August 31, 2001), and four option years. Special attention is directed to the following provision and clauses in Section 1 of this contract: 'Option to Extend the Term of the Contract' and 'Economic Price Adjustment.'

**BIDDERS, PLEASE NOTE: These specifications have been extensively revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.**

NOTE: Printing specifications will utilize dual dimensions. The product measurements will be stated with metric dimensions first, then followed in parenthesis by the inch/pound equivalent. At a future date metric measurements will be used exclusively in all specifications.

NOTE: DIRECT ALL QUESTIONS OF A TECHNICAL NATURE CONCERNING THESE SPECIFICATIONS TO DEBI MERCHANT (404) 605-9160, Ext. 9173 OR E-MAIL [dpac-merchant@gpo.gov](mailto:dpac-merchant@gpo.gov). REFER ALL OTHER QUESTIONS (**INCLUDING REQUEST FOR ABSTRACT IF NOT ATTACHED**\*) TO THE CONTRACT ADMINISTRATOR - WANDA FIELDS (404) 605-9160, Ext. 9174 OR E-MAIL [wfields@gpo.gov](mailto:wfields@gpo.gov). NO COLLECT CALLS.

ABSTRACT OF PREVIOUS PRICES IS AVAILABLE\*

**\*if not attached or on the internet** (<http://www.access.gpo.gov/procurement/abstracts/atlanta>), you may FAX request to (404) 605-9185/9186.

BID OPENING: Bids shall be publicly opened at 2 p.m., prevailing Atlanta, GA time on September 7, 2000.

**Bids must be submitted to: Atlanta Regional Printing Procurement Office, 1888 Emery Street NW, Suite 110, Atlanta, GA 30318-2566**

## SECTION 1.- GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 5-99)) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised April 1996)).

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

**Product Quality Levels:**

- (a) Printing (page related) Attributes -- Level III.
- (b) Finishing (item related) Attributes -- Level III.

(c) Exception:

(1) **PERFORMANCE OF FINISHED PRODUCT** -- The products produced under these specifications **MUST BE GUARANTEED TO FUNCTION PROPERLY** when processed through the following Optical Scanning Corps. scanners/readers (as applicable): OPSCAN 3 (1500 per hour) and 5 (2500 per hour), Models 20 and 35; Sentry 3000 (600 per hour); ScanMark 2500; and NCS 7001 and 70-3000.

**Inspection Levels (from ANSI/ASQC Z1.4):**

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

**Specified Standards:** The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Government furnished films/Camera copy
P-8. Halftone Match (Single and Double Impression)	Government furnished films/Camera copy
P-9. Solid and Screen Tint Color Match	Pantone Matching System Color

**OPTION TO EXTEND THE TERM OF THE CONTRACT:** The Government may extend the term of this contract by written notice to the contractor not later than 60 days before the contract expires. If the Government exercises an option, the extended contract shall be considered to include this provision. The total duration of this contract, including the exercise of any options under this provision, shall not exceed five years.

Notwithstanding the above paragraph, at the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

**ECONOMIC PRICE ADJUSTMENT:** The prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that in no event will prices be revised to exceed the maximum permissible under any law existing as of the date of the contract or as may be hereafter promulgated.

Price adjustment period: For the purpose of this clause, the program years shall comply with the Term of Contract clause. There shall be no price adjustment for orders placed during the first program year of this contract.

Price adjustment: The prices shall be adjusted on the basis of the "Consumer Price Index For All Urban Consumers - Commodities Less Food", published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics, in the following manner:

- (1) The contract price of orders placed during the second or succeeding, if any, program year(s) (excluding reimbursable postage or transportation costs) shall be modified by the percentage increase or decrease in the seasonally adjusted Consumer Price Index as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending 3 months prior to the expiration of the first program year of the contract. This average is then compared with the average index for the 12-month period ending 3 months prior to the beginning of the contract, called the base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor's invoices for orders placed during the succeeding program year.
- (2) The Government will notify the contractor in writing of the percentage increase or decrease to be applied to any invoices to be submitted for orders subject to price adjustment in accordance with this clause. Such percentage will be determined from the published index as set forth above. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs. Any applicable discounts will be calculated on the basis of the invoice price as adjusted.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

**ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS:** A Government jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

**PAYMENT:** Submit all billing to: Comptroller, Stop FMCE, Financial Management Service, U.S. Government Printing Office, Washington, D.C. 20401.

***Additionally, the contractor is required to submit a photocopy of the billing, along with one printed sample and copy of print order, to GPO, ARPPPO, 1888 Emery St. NW, Suite 110, Atlanta, GA 30318-3547 ATTN: Program 1444-S.***

**ORDERING:** Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from September 16, 2000 through August 31, 2001 (or August 31, 2002, 2003, 2004, or 2005, if options taken). All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

**REQUIREMENTS:** This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

#### **REGULATIONS GOVERNING PROCUREMENT**

The U.S. Government Printing Office (GPO) is an office in the legislative branch of the United States Government. Accordingly, the Federal Acquisition Regulation is inapplicable to this, and all GPO procurements. However, the text of certain provisions of the Federal Acquisition Regulation as contained in the Code of Federal Regulations (CFR), are referenced in this solicitation. The offeror should note that only those provisions of the Federal Acquisition Regulation which are specifically incorporated by reference into this solicitation, are applicable.

#### **POLLUTION PREVENTION AND RIGHT-TO-KNOW INFORMATION**

(a) Federal facilities are required to comply with the provisions of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA) (42 U.S.C. 11001-11050) and the Pollution Prevention Act of 1990 (PPA) (42 U.S.C. 13101-13109).

(b) During performance, in whole or in part, of this contract on a Federal facility, the Contractor shall provide to the Contracting Officer all information needed by the Federal facility to comply with the emergency planning reporting requirements of Section 302 of EPCRA, the emergency notice requirements of Section 304 of EPCRA, the list of Material Data Safety Sheets required by Section 311 of EPCRA, the emergency and hazardous chemical inventory forms of Section 312 of EPCRA, and the toxic chemical release inventory of Section 313 of EPCRA, which includes the reduction and recycling information required by Section 6607 of PPA.

## SECTION 2.- SPECIFICATIONS

**SCOPE:** These specifications cover the production of self-cover booklets and flat sheet forms requiring such operations as composition, film-making, printing, serial numbering, binding, packing, and distribution. The forms are to be processed on scanners/readers listed on page 2 under QUALITY ASSURANCE LEVELS AND STANDARDS.

Although this is an option year contract, all the estimates, averages, etc. are based upon one year's production.

**TITLE:** Optical Mark Reader Forms.

**TRIM SIZE/FREQUENCY OF ORDERS:** No guarantee can be made as to the quantity or frequency of orders. Orders will be placed on an "as needed" basis; however, based upon past performance and anticipated future needs, it is anticipated that approximately 35 orders will be placed during the year. Based upon past performance the quantity will range from 100 to 750,000 copies per order. The following requirements are anticipated:

Most of the orders - Forms 216 x 279mm or 279 x 216mm (8-1/2 x 11" or 11 x 8-1/2") - Most order print face and back in one color of ink plus timing and skunk marks in black ink. Occasional orders may print one color of ink on face with timing and skunk marks printing in black ink face and back. Approximately 29% average 2,000 copies; approximately 42% average 22,000 copies; and approximately 29% average 200,000 copies.

Occasional orders - leaflets 432 x 279mm (17 x 11") folded to 216 x 279mm (8-1/2 x 11") to form a 4-page product (no stitches) - Print face and back in one color of ink plus timing and skunk marks in black. Average 51,000 copies per order.

Occasional orders - leaflets 432 x 305mm (17 x 12") folded to 216 x 305mm (8-1/2 x 12") to form a 4-page product (no stitches) - Print face and back in one color of ink plus timing and skunk marks in black. Average 6,000 copies per order.

Occasional orders - Booklet finished size 216 x 279mm (8-1/2 x 11"), 8 to approximately 48 pages (average 28 pages). Print face and back in one to three colors of ink plus timing and skunk marks in black. Saddle stitch and trim 3 sides. Average 40,000 copies per order.

**NOTE:** When indicated on the print order the following will be required:

Perforating: As specified on the print order one to approximately ten leaves may perforate, usually 13mm (1/2") from fold.

Serially Numbering: Orders may require serial numbering (Arabic numerals). Number as indicated on the print order.

Drilling: Orders may require the contractor to drill two 6 mm (1/4") holes, 70mm (2 3/4") center-to-center at top.

**QUANTITY VARIATION ALLOWED:**  $\pm 5$  percent or 1,500 whichever is less. However, an occasional order may specify "MUST BE EXACT COUNT".

**GOVERNMENT TO FURNISH:** Usually contractor can use previously produced films (see pages 7 and 8); however, manuscript copy or camera copy will occasionally be furnished.

Black and white photoprints may be furnished.

Occasionally pressure sensitive labels may be furnished for affixing to inner packages.

Camera copy for bar coding labels will be furnished when required.

Facsimile Transmission Sheets.

Facsimile, Form 905 (R. 3/90) with labeling and marking specifications.

A supply of blue labels and selection certificates for shipping Departmental Random Copies.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film must not print on finished product.

**CONTRACTOR TO FURNISH:** All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

**COMPOSITION:** The entirety of each category of composition (text, tabular, and display) must be identical throughout the product(s) ordered under these specifications.

When specified (approximately 12% of the orders), the contractor must set the form from a rough draft furnished with the order. Copy represents content and general design characteristics of the desired form, but does not represent the correct measurements and/or locations of response grids and other printing requirements. Coverage will range from medium to heavy.

Contractor is responsible for meeting the registration requirements and the positioning of the response blocks on the form in accordance with the technical specifications of the manufacturer of the optical mark reading equipment. Contractor must correctly position response blocks in desired grids.

**Note:** Grid type shall be specified with each order. Density shall be either Hi-Density or Printer-Line Compatibility, as specified with each order. Response positions and any material in or behind them should be screened at a maximum color of 30%, 133 lines. Background screening of Block Print characters must be 10% at 80 lines. Type near and borders around positions, Block Print characters, or fields, should be screened at a maximum color of 50%, 133 lines.

**Typefaces:** Typefaces shall be specified from the contractor's furnished list of typefaces that are available of use.

The GPO reserves the right to require samples and to judge the suitability of any typeface offered in order to make an award which is deemed to be in the best interest of the Government. In addition, the successful bidder must provide the ordering agency with specimens or a complete listing of typefaces and sizes which are available for use under this contract.

**FILMS:** Films required on all orders. Reproduce camera copy at various focuses.

Contractor is to hold and store all films (including Government furnished films) for use on subsequent orders.

Occasionally halftones will be required. All halftones are to be 133-line screen or finer.

Upon termination of the contract, the contractor will return all films, unless he/she is again the successful bidder, in which case he/she will hold them as directed above.

The films delivered to the Government must be the final films used for printing. They must be suitable for making press plates for subsequent reprinting without any retouching, opaquing, surprinting or any other hand or camera work.

**PROOFS:** When indicated on the print order (usually the orders requiring composition), the contractor shall furnish two complete sets of pages proofs.

The contractor will be responsible for performing all necessary proofreading to insure that the proofs are in conformity with the copy submitted.

Page reader's proofs must be clean on white paper, free of ink smudges, with all images clearly legible. All proofs must be collated in sets, numbered sequentially, and have a 25 mm (one-inch) clear margin on all sides. Proofs must be identified with the jacket number, program number, print order number, and proof date, at least 13 mm (1/2") from the type area. The contractor's firm name must not appear on any proofs.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. NO extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

The contractor must not print prior to receipt of an 'OK to print'

**PRIOR TO PRODUCTION SAMPLES:** Occasionally an order may require prior to production samples. When required, the number of samples (not to exceed 1,000 copies) will be indicated on the print order. Each sample must be constructed as specified using the form, ink, equipment, and methods of production which will be used in producing the finished product. Paper used for samples must be of the size, kind, and quality the contractor will furnish.

Samples will be inspected and tested and must comply with the specifications as to kind and quality of materials, quality of reproduction, and satisfactory processing on the machine indicated.

Prior to the commencement of production of the contract production quantity, the contractor shall submit samples to the address indicated on the individual print order. The samples will be tested for usage on the specified equipment and/or for construction. The container and accompanying documentation shall be marked **PREPRODUCTION SAMPLES** and shall include the GPO jacket, purchase order, and program numbers. The samples must be submitted in sufficient time to allow Government testing of the samples and production and shipment in accordance with the shipping schedule.

The Government will approve, conditionally approve, or disapprove the samples within ? workdays of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefor.

If the samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.



In the event the additional samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with Article 12, "Notice of Compliance With Schedules," of Contract Clauses in GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 9-88)).

Manufacture of the final product prior to approval of the sample submitted is at the contractor's risk. Samples will not be returned to the contractor. All costs, including the costs of all samples shall be included in the contract price for the production quantity.

All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 1999.

NOTICE: Copies of the "Government Paper Specifications Standards, No. 11," dated February 1999, are for sale, on a subscription basis, by the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402; or on the GPO web site @ <http://www.gpo.gov/qualitycontrol/paperspecs/index.html>.

#### White Optically Mark Read Bond (OMR Bond) Paper:

Stock: Principally bleached chemical pulp; the remainder free from groundwood or unbleached pulp:

Basis weight:	17 x 22 -500.....	pounds .....	21
	Metric\equivalent.....	g/m <sup>2</sup> .....	79

A tolerance of  $\pm$  5 percent shall be allowed.

Stiffness:	Average, each direction, not less than		
	Gurley.....	milligrams.....	100
	or Taber .....	units .....	12

Bursting Strenth: Average, not less than (lb/in <sup>2</sup> ).....	25
Metric/equivalent.....	kPa..... 170

Dimensional Stability (based on % change from 20% to 80% relative humidity):

Shall not exceed (percent) .....	machine direction .....	0.10
	cross direction .....	0.25

Opacity:	Average .....	percent .....	82-85
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Note: Opacity shall be uniform throughout the form.

Thickness:	Average .....	inch.....	0.0041-0.0048
	Metric equivalent .....	mm.....	0.104-0.112

Porosity:	Average, not less than.....	seconds .....	30
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Smoothness:	Average, each side.....	Sheffield units.....	100-200
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Color:	Shall be white; shall match the attached sample.
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For information only, the chromaticity coordinates and luminance value are:

x = 0.314 - 0.318

y = 0.324 - 0.328

Y = 93%

Formation: Shall be EXTREMELY uniform; match the government standard

Cleanliness: Dirt content, average, each side,  
not to exceed ..... parts per million ..... 10

Use information: This paragraph is informational only and is not exclusively definitive of the end use. For use in National Computer Systems optical mark readers.

TESTING: Shall be conducted in accordance with Part 2, Government Paper Specification Standards, Vol. 11. Acceptance criteria, part 4 in the Government paper Specification Standards, Vol. 11 shall NOT apply. Note: Any deviation from specification on OPACITY AND FORMATION is critically defective; and paper is subject to rejection.

PRODUCTION OF FORMS: All of the orders are to be produced in accordance with Optical Scanning Corp. specifications for processing on the equipment listed on page 2 under QUALITY ASSURANCE LEVELS AND STANDARDS. **Equipment to be used will be indicated on the individual print order.**

1. Flat Sheet Forms shall be ordered printed on one or two sides and may require overprinting and/or shading, and corner cut as required. Color of ink will be specified on each print order.

2. Leaflets and booklets shall be ordered printed on two sides and will require overprinting and/or shading. Color of ink will be specified on each print order. Four-page forms will require fold and perforating on the fold.

Requirements for serial numbering: When required, forms must be serial numbered (Arabic numerals); approximately 5mm (3/16") high; maximum of 3% missing numbers will be allowed per order with a maximum of 100 missing numbers per skip. However, contractor must continue run for full quantity shipment; contractor must furnish complete listing of missing numbers and list missing numbers on each container. Location of numbers will be indicated on the print order.

Ink: Color of inks for each order/form will be stated on the print order. Highly reflective type ink must be used. The ink used by the contractor must be suitable for forms which are processed through the optical scanning equipment. This ink must be free of all carbon or metallic components. An ink reflectance of at least 48 millivolts is required. The reflectance of the ink must not vary more than 7 millivolts from the reflectance of the paper. (Reflectance readings are given as indicated on a Kidder Mark Read Tester MR8). Certain areas may require screening. In addition most forms will contain machine readable marks printed in non-reflective black ink.

MARGINS: Margins will be as indicated on the print order or furnished copy.

PACKING: Most forms shrink-film wrap or kraft wrap (as specified on the print order) in units of from 10 to approximately 500 copies, as indicated on the print order. Quantities of 100 or less must be protected by chipboard, newsboard, or equal to prevent package from curling.

Occasional orders will require specific quantities wrapped/boxed, as indicated on the print order, with the appropriate inner labels affixed.

Pack flat in shipping containers. Pallets are required in accordance with GPO Contract Terms (GPO Pub. 310.2). **EXCEPTION:** Maximum height (including pallet) is 1067 mm (42") for shipments to Mechanicsburg, PA. **Noncompliance with the palletizing specifications shall be cause for the Government to repalletize in accordance with the specifications and charge all costs thereof to the contractor.**

Shipping containers shall have a minimum bursting strength of 1 896 kPa (275 pounds per square inch) or a minimum edge crush test (ECT) of 507 kg per mm width (44 pounds per inch width).

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split during shipment.

**LABELING AND MARKING:** Reproduce shipping container label (GPO Form 905) from furnished facsimile copy in black ink on white, yellow, or green paper as specified on the print order. **Fill in appropriate blanks** and apply to shipping containers on one end (never top, bottom, or side). Each shipping container must have a shipping label.

**Caution:** *Strict adherence to labeling and palletizing specifications is required for shipments to Mechanicsburg, PA. **Noncompliance with the labeling and marking specifications shall be cause for the Government to relabel and/or remark in accordance with specifications and charge all costs thereof to the contractor.***

Occasionally the contractor may be required to affix Government furnished pressure sensitive inner labels to packages per instructions given on the individual print order.

**BAR CODE MARKINGS:** Orders may require bar coding of the stock numbers on package label and/or shipping containers for products produced under these specifications. The contractor shall produce "Bar Code Markings" in accordance with AIN-BC1 dated June 18, 1997, and any amendments thereto. The bar code must be positioned in accordance with Federal Standard Number 123G, dated June 6, 1997. These publications may be found on the internet (<http://assist.daps.mil>).

**DEPARTMENTAL RANDOM COPIES (BLUE LABEL):** All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

Books		Forms	
<u>Quantity Ordered</u>	<u>Number of Sublots</u>	<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50	12,000 - 35,000	125
3,201 - 10,000	80	35,001 and over	200
10,001 - 35,000	125		
35,001 and over	200		

These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list to the address listed on the print order.

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection, must be included.

**QUALITY ASSURANCE RANDOM COPIES:** In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing as evidence of mailing.

**DISTRIBUTION:** Based upon past performance, approximately 30% of the orders require the entire quantity ordered to deliver to the Pensacola, FL area; approximately 6% of the orders require a portion of the quantity ordered to deliver to the Pensacola, FL area, and to another city; approximately 6% of the orders require shipments to multiple destinations per furnished distribution list (no guarantees can be made; however, base upon past performance there are approximately 55 different addresses, with each address receiving approximately 50 to 3,000 copies each); and approximately 58% of the orders require shipment to a single destination other than the Pensacola area.

Deliveries to the Pensacola, FL area are f.o.b. destination; and the shipments to other cities are f.o.b. contractor's city.

A single shipment or several shipments totaling 54.4 kg (120 pounds) or less scheduled for shipment on the same day to a single destination are to be shipped via small carrier. Contractor will be reimbursed for the actual shipping costs by submitting a copy of the airbill with billing.

Government bills of lading will be furnished by the GPO for all shipment totaling more than 54.4 kg (120 pounds). The contractor must combine on one bill of lading (and a continuation sheet, if required) all orders schedule for shipment to a single destination on the same day.

All expenses incidental to returning materials, submitting proofs, and furnishing sample copies, must be borne by the contractor.

Upon completion of each order, all Government furnished material and two sample copies of the print form must be returned to the address listed on the print order.

**RECEIPT FOR DELIVERY:** Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers, total quantity delivered, number of cartons, and quantity per carton, date delivery made, and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's billing for payment.

**SCHEDULE:** Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

All Government furnished material will be mailed/shipped f.o.b. contractor's plant.

Proofs, when required will deliver to the address listed on the print order.

Complete production and distribution (including proof time) must be made within 30 workdays from the date furnished material and print order are received by the contractor.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destination(s) specified, and the date products ordered f.o.b. contractor's city must be shipped (via GBL or small carrier service).

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

### SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one year's work under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered during the term of the contract.

The following item designations correspond to those listed in the "Schedule of Prices".

I.	(a)	23	
	(b)	10	
II.	(a)	34	
	(b)	4	
	(c)	1	
III.		(1)	(2)
	(a)	66	4,256
	(b)	4	24
	(c)	4	204
	(d)	28	1,120
	(e)	30	1,200
IV.	(a)	957	
	(b)	22	
	(c) (1)	2	
	(2)	4,242	
	(d)	4,242	
V.	1. (a)	14,794	
	2. (a)	648	
	3. (a)	478	
	4. (a)	2	
	(b)	1	
	5. (a)	8,485	
VI.	(a)	9	

#### SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. destination for all shipments to the Pensacola, FL area; and f.o.b. contractor's city for all other shipments.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All billing submitted to the GPO shall be based on the most economical method of production.

**The contractor is cautioned not to perform any operation(s) or produce any product(s) for which a price has not been offered under the contract. Further, the contractor is not to accept print orders which are outside the scope of the contract. Any changes made to the print order MUST be confirmed in writing by the Contracting Officer, Atlanta GPO. If such orders are placed by the agency, and no Modification is received from the Atlanta GPO, the contractor is to notify GPO Atlanta immediately. Failure to do so may result in nonpayment.**

Fractional parts of 100 or 1,000 will be prorated at the per 100 or 1,000 rate.

Metric equivalents are located in Section 2.

- I. COMPOSITION: The prices offered must be all-inclusive, and must include the cost of all materials and services (including proofs), in accordance with the terms of these specifications. When offering, the bidder must take into consideration all factors commonly charged under trade practices. Claims for additional allowances under "commonly accepted trade practices" will not be considered.

(a) 8-1/2 x 11" or 8-1/2 x 12" size..... per side ..... \$\_\_\_\_\_

(b) Author's Alterations..... per line..... \$\_\_\_\_\_

Note: Charges for Item I.(a) must include setting of Timing Marks on back side.

- II. FILMS: Trim/Page-Size Film: One basic charge will be allowed for each color on each printed page or side (face or back) of the product.

\_\_\_\_\_  
(Initials)

(Return this page in triplicate.)

NOTE: All costs involved in stripping films to or removing them from flats must be included in the base film price.

No charge will be allowed for Government furnished films. All expenses incidental to stripping or deflating Government furnished films, must be borne by the Contractor.

(a) Trim/Page-size unit,  
8-1/2 x 11" size..... per film..... \$\_\_\_\_\_

(a) Trim/Page-size unit,  
17 x 11" or 17 x 12" size..... per film..... \$\_\_\_\_\_

Illustrations: An illustration charge will be allowed for an element that is not furnished in position on the Government furnished material and/or that requires a separate exposure. The price offered should include the cost of all proofs, materials, and operations required to produce the illustration in its final form as an integral part of the basic trim/page-size film.

(c) Square-finish halftone ..... per illustration.....\$\_\_\_\_\_

III. PRINTING AND BINDING: Prices offered shall include imposition, platemaking, press makeready and running, ink, paper, trimming, and corner cutting as applicable. Prices offered must include the cost of printing timing marks, as required, in black ink.

A charge under "Each additional color" will be allowed only for the pages actually printed with the additional color(s).

	Makeready and/or Setup (1)	Running Per 1,000 Copies (2)
(a) 8-1/2 x 11" form (single ink)..... per side .....	\$_____	\$_____
4-page product, no stitches required (single ink):		
(b) Per 8-1/2 x 12" page.....	\$_____	\$_____
4-page product, no stitches required (single ink):		
(c) Per 8-1/2 x 11" page.....	\$_____	\$_____
Saddle-stitched product:		
(d) Single ink ..... per text page.....	\$_____	\$_____
All products:		
(e) Each additional ink color ..... per page/side .....	\$_____	\$_____

\_\_\_\_\_  
(Initials)

(Return this page in triplicate.)



IV. PACKING:

(a) Packing and sealing shipping  
containers ..... per container..... \$ \_\_\_\_\_

(b) Palletizing ..... per pallet..... \$ \_\_\_\_\_

	Makeready (1)	Running Per Label (2)
(c) Bar code labels-- prices must include cost of printing and labeling per order.....	\$ _____	\$ _____

(d) Affixing Government furnished  
inner labels ..... per label..... \$ \_\_\_\_\_

V. ADDITIONAL OPERATIONS:

1. Shrink-wrapping:

(a) Up to and including 500 forms ..... per wrap ..... \$ \_\_\_\_\_

2. Drilling:

(a) Per 1,000 leaves ..... \$ \_\_\_\_\_

3. Perforating:

(a) Per 1,000 leaves ..... \$ \_\_\_\_\_

4. Serial Numbering:

(a) Makeready and/or set up..... \$ \_\_\_\_\_

(b) Running ..... per 1,000 copies..... \$ \_\_\_\_\_

5. Kraft wrapping:

(a) Up to and including 500 forms ..... per wrap ..... \$ \_\_\_\_\_

VI. PRIOR TO PRODUCTION SAMPLES: Prices offered shall include, as applicable, all necessary services and materials, in accordance with these specifications, required to produce prior to production samples.

(a) Prior to production samples ..... per 100 samples..... \$ \_\_\_\_\_

The solicitation provision in GPO Contract Terms (Pub. 310.2) permitting facsimile bids means a bid that has been transmitted to and has been received by a commercial enterprise via facsimile and subsequently delivered to the Government. Facsimile bids transmitted to GPO offices will not be considered.

\_\_\_\_\_  
(Initials)

(Return this page in triplicate.)

**BIDDERS NAME AND SIGNATURE:** Fill out and return three copies of all pages in "Section 4.- Schedule of Prices", initial or sign each in the space provided and submit with two copies of GPO Form 910, "Bid". Do not enter bid prices on GPO Form 910. **NOTE:** The schedule of prices will prevail in instances where prices are inadvertently entered on GPO Form 910.

Bidder \_\_\_\_\_

\_\_\_\_\_  
(City - State)

By \_\_\_\_\_

(Signature and title of person authorized to sign this bid)

\_\_\_\_\_  
(Person to be contacted)

\_\_\_\_\_  
(Telephone Number)

**NOTE: Contractor's complete address, Program Number, and bid opening date and time should be referenced on the envelope containing the bid.**

(Return this page in triplicate.)